



SurTech

**Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
540 Dum Dum Road, Surermath (Near Dum Dum Jn. Station),
Kolkata – 700074 West Bengal**

Ref: DSCSITSC/PRIN/IQAC/2025-26/02

Date: 13/06/2026

Minutes of Meeting

Time: 11:00 AM

Venue: Conference Room, SurTech

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 13/06/2026

Members present:

Sl. No.	Name	Designation
1	Prof. Dr. Saradindu Panda	Chairman
2	Dr. Anirban Neogi	Convener
3	Mr. Simarpreet Singh	Management Representative
4	Prof. Dr. Manojit Mitra	Academic Expert
5	Mr. Arun Das	Nominee from Local Society
6	Dr. Biswajit Das	Admin Representative
7	Dr. Soumen Basu	Admin Representative
8	Ms. Chandrika Panja	Admin Representative
9	Dr. Amrut Ranjan Jena	Admin Representative
10	Dr. Hrishiraj Ranjan	Admin Representative
11	Dr. Sayantan Chakraborty	Admin Representative
12	Dr. Arpita Chatterjee	Admin Representative
13	Dr. Dipnkar Das	Admin Representative
14	Ms. Madhusmita Mishra	Admin Representative
15	Mr. Baibaswata Das	Admin Representative
16	Ms. Debina Dey	Admin Representative
17	Dr. Arindam Sadhu	Faculty Representative
18	Mr. Kalyan Mukherjee	Faculty Representative
19	Mr. Baibaswata Das	Faculty Representative
20	Mr. Shailendra Takhur, Regional Manager, ACC Ltd.	Nominee from Employers
21	Mr. Anant Pradhan, Operations Manager, Archetive Solutions	Industry Representative
22	Mr. Sanjib Saha	Parents Representative
23	Mr. Sobhan Chakraborty	Alumni Representative
24	Mr. Parthib Panja	Students Representative

Members absent:

Sl. No.	Name	Designation
1	Mr. Shailendra Takhur, Regional Manager, ACC Ltd.	Nominee from Employers



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Agenda 1: Welcome and Introductory Remarks

Prof Dr Saradindu Panda welcomed all the members in the meeting. He explained the recent activities in the college. He introduced IQAC convener during this period and requested him to conduct the rest of the meeting.

Agenda 2: Review of Previous Minutes and Action Taken Report (ATR)

- MOM of the previous IQAC meeting on 24/09/2025 was approved by the members
- Review of the Action Taken Report to confirm that previously assigned tasks and compliance measures were completed. The entire ATR is attached with this MOM.

Agenda 3: Academic and Curriculum Review

Resolution: The implementation of Value Added Courses in the form of BCT was very much successful for the Ay 2025-26. Some new courses were offered and the syllabus was prepared by the concerned department through their DAC. The details of the VAC courses for the AY2025-26 is placed as follows. The attendance and pass percentage in these courses are improved compared to previous years.

Time period- 21.07.2025 to 26.07.2025		
Topic Theme	Department	Pass out Batch
JAVA FS	AIML	2027
MERN FS	AIML	2027
CATIA	AUE	2027
BIM	CE	2027
MERN FS	CSE	2027
JAVA FS	CSE Sec C	2027
JAVA FS	ECE	2027
EV Auto	EE	2027
CATIA	ME	2027
Time period- 06.04.2026 to 22.04.2026		
Topic Theme	Department	Pass out Batch
Autodesk Civil 3D	CE	2027
3D Modeling and Simulation of mechanical components in Ansys Software	AUE	2027
	ME	2027
Blockchain	CSE	2027



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Blockchain	CSE(AI/ML)	2027
Blockchain	ECE	2027
Generative AI	CSE(AI/ML)	2027
Generative AI	CSE	2027
Smart System Development Using IOT	ECE	2027
Smart System Development Using IOT	EE	2027
Time period- 06.04.2026 to 22.04.2026		
Topic Theme	Department	Pass out Batch
Autodesk Civil 3D	CE	2028
3D Modeling and Simulation of mechanical components in Ansys Software	AUE	2028
	ME	2028
Python Programming	ECE	2028
Android App	CS	2028
Android App	DS	2028
Android App	CSE	2028
Android App	AIML	2028
Embedded System & IOT	AIML	2028
Embedded System & IOT	CS	2028
Embedded System & IOT	DS	2028
Embedded System & IOT	CSE	2028
Python Programming	ECS	2028
Python Programming	EE	2028

Evaluation of recent student academic performances (as per MAKAUT curriculum and R25 autonomous curriculum), pass percentages, and the overall attainment of Course Outcomes (COs) for Odd semester 2025 is presented.

The details of result analysis and CO attainments are given in the following link.

https://docs.google.com/spreadsheets/d/1G7z8x-FWQWxxPq7GLfROuJTiyLDYT12q/edit?usp=drive_link&ouid=114208449370357158008&rt_pof=true&sd=true

The house appreciated the process of analysis. Academic expert Prof. Dr. Manojit Mitra raised his concern about the examination conduction of MAKUT and the standard of end semester question papers.



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Agenda 4: Teaching-Learning and Evaluation methodologies

Resolution: Discussion was made on integrating new digital tools, experiential learning, and project-based learning into daily teaching. A detailed discussion was held on the effective integration of modern digital tools, experiential learning practices, and project-based learning (PBL) methodologies into the daily teaching-learning process. Faculty members emphasized the need to move beyond traditional lecture-based instruction and adopt student-centric approaches that enhance engagement, critical thinking, and problem-solving skills.

1. **Use of Digital Tools in Teaching**
 - Adoption of Learning Management Systems (LMS) such as Google Classroom and Moodle for sharing course materials, assignments, and assessments.
 - Utilization of interactive platforms such as Kahoot!, Quizizz, and virtual simulation tools to make learning more engaging.
 - Encouragement of blended learning through online videos, virtual laboratories, and digital content repositories.
2. **Experiential Learning Practices**
 - Incorporation of laboratory experiments, field visits, industrial visits, case studies, role plays, and hands-on activities into course delivery.
 - Encouraging students to relate theoretical concepts to real-world applications.
 - Use of internships and community engagement activities to provide practical exposure.
3. **Project-Based Learning (PBL)**
 - Integration of mini-projects and course-based projects throughout the semester.
 - Formation of student teams to solve real-life engineering and societal problems.
 - Emphasis on interdisciplinary projects that promote innovation, teamwork, communication, and leadership skills.
4. **Expected Outcomes**
 - Enhanced student participation and motivation.
 - Improved conceptual understanding and retention of knowledge.
 - Development of critical thinking, creativity, and problem-solving abilities.
 - Better preparedness for industry requirements and lifelong learning.

Review of internal assessment procedures and any proposed reforms to make evaluations more transparent and robust. The college has effective internal assessment processes as per MAKAUT curriculum and has no scope to change that. Since Autonomy is awarded to SurTech from AY 2025-26, a detailed internal assessment process regarding R25 autonomy curriculum was made in the meeting. The internal assessment process is well appreciated by the house. The link of the entire process is given below.



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https://docs.google.com/document/d/1PctfPh9A_i7qgB_cj3ee2EcFPA8PXaL7/edit?usp=drive_link&oid=114208449370357158008&rtpof=true&sd=true

Discussions on Faculty workload and academic planning was made with immense importance. The topic of discussion were Faculty Workload Distribution, Academic planning, quality measure and resource optimization. Following remarks came from the house.

Departments should prepare workload distribution charts before the commencement of each semester. Faculty members should submit academic plans, lesson plans, and assessment schedules in advance.

Periodic reviews should be conducted to monitor workload balance and academic progress.

Any workload-related issues should be addressed through departmental and institutional coordination

Agenda 5: Research, Innovations, and Faculty Development

Resolution: The details of RnD activities were presented as follow.

Dept	No of SCI/Scopus Journal	No of Indexed conference proceedings	No of Indexed Book chapter	No of Book chapter with ISSN/ISBN	Total number of students publications	Patent (Filed + published + granted)	No of Book Published from the dept
AUE	-	5	2	5	10	5	1
CE	4	-	3	-	21	20	5
EE	2	2	0	0	1	15	4
ME	2	-	2	-	10	-	-
ECE	-	5	4	6	15	24	2
CSE and allied	4	15	1	1	8	6	4
BSH	10	3	-	20	-	20	-

The number of SCI/SCOPUS journal publication still remains a problem. Although it was explained that a large number of papers are in the que of review.



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Status of the funded projects and seed money –

1. AICTE sponsored IDEA lab running successfully.
2. ANRF-ECRG research project of 63 lakhs running successfully
3. Institute seed funding of 25 Lakhs for NEST Lab (prepared and running)

The department of ECE received the grant of Rs 1 Lakh for conduction ATAL FDP on **Advancements in Next Generation Communications from 25/08/2025 to 30/08/2025**. The house appreciated the effort. Another FDP was organised by the department of CE, ME and AUE during the period 08/06/2026 to 12/06/2026 on **Research Methodology and Emerging Tools for Academic and Industrial research**. It was strictly proposed by the house that in every AY from now onwards at least two FDPs need to be organised at college level (One from circuit branch and one from non-circuit branch)

Training needs of faculty and staff

IQAC members agreed that faculty and staff members need upgradation as far as industry standard is concerned. They proposed Industry certification courses and upon completion of that faculties may be rewarded in terms of API. Also it was advised towards the faculties to join and qualify for the respective NPTEL courses.

Assessment of active MoUs, consultancy projects, and industry-academia linkages for student internships.

A brief table regarding the departmental activities in terms of Workshops, Seminar, Alumni Talk etc was presented during the meeting. And count was appreciated.

Dept	Seminar Organized	Alumni Talk Organized	Workshop Organized	FDP organised	Industry Visit Organized	Conference Organized
AUE	3	1	7	1	3	1
CE	9	2	6	1	3	2
EE	4	1	1	0	3	0
ME	8	1	2	1	3	-
ECE	3	2	2	1	2	1
CSE and Allied	3	1	-	-	2	1
BSH	4	NA	2	0	0	2

Active MOU count is good, as discussed in the meeting. Since most of the MOUs are from industry, the College should emphasize to put students in those industries for internships.



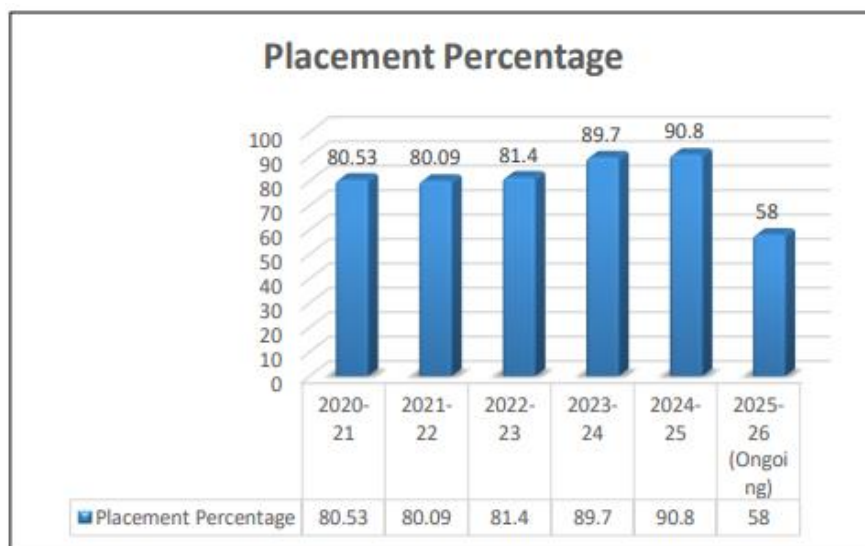
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Agenda 6: Student Support, Progression, and Extension Activities

Resolution: Current Placement status till MAY, 2026

The placement percentage till now is 58% and for sure it will improve much in coming 2-3 months. Also a comparative study is made for placement records for last 5 years. In addition it is to be mentioned that no specific data was found regarding higher studies. It may be confirmed after the completion of present AY 2025-26.



Industrial training/Internship Opportunities

Industrial training/Internship Opportunities status of most of the departments are satisfactory. But the emphasized on in-house internship opportunities in the college in association with the industries whose MOUs are signed with college.

Anti-ragging committee and grievance redressal cell activities: Two specific cases were found in this Ay 2025-26 and both were handled with sufficient care and softness by both committees.

Outreach programs activities by different students clubs

A summary of the club activities were presented as follows:



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Club Name	Number of events Organized with event names
Science & technology Club	1. Science Model Competition for school Students 2. Annual tech fest Manthan 2026 3. 30 Hrs national level Hackathon INNOVEXA
NSS/NCC club	1. Blanket and food distribution 2. Children's day 3. Health Awareness Camp 4. Health Check-up 5. Thalassemia awareness camp 6. Tree plantation 7. World Earth Day 8. Yoga 9. Medical Camp. 10. World Earth Day. 11. Combined Annual Training Camp (CATC-KB-09).
Coding club	Coding Competition is conducted in each month through hackerrank.com for all the students by Binary Coder Team of SurTech.
Quiz and Debate Club	1. Intra College Debate Competition "Verbal Combat 2k25".Participant=42. 31.10.2025 2.Quiz contest aiming to select a team representing a team for JIS Samman.Participant=70. 01.11.2025 3.Mega Juddho Quiz Contest" at K.V.1 Salt Lake.Participant=30 on 24.04.2026 4.Mega Juddho Quiz Contest at St.Paul's K.G. and Day School.Participant=20.06.05.2026
Literally club	1. Observation of International Mother Language Day. 2. Observation of National Youth Day. 3. Publication of Annual Magazine "AWAKENING"
Cultural Club	1. Celebration of the Independence Day, 2. Student Induction Program 3. Agomoni 4. Basanta Utsav 5. Saraswati Puja 6. Cultural Fest 7. Freshers 8. Rabindra Jayanti
Sports Club	1, TECHARENA 2025 (Badminton, Table Tennis, Chess and Carrom for school students). 2. JIS SAMMAN SPORTS 2026 (Football, Badminton and Table Tennis)

Agenda 7: Infrastructure, Learning Resources, and Sustainability

Resolution: Identifying and approving requirements for COE and monitoring its usage

At present 06 number of COEs are there in the college. Some of them are very much effective in terms of internships, workshops and seminar. The house emphasised to make each of them very much effective. Also the college was advised to provide all kind of infrastructural facilities to them.

Assessing the usage levels of library e-resources, journals, and campus IT bandwidth to determine if upgrades are necessary.



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Library E-Resource details

Elsevier ScienceDirect : 464 Nos. Titles

Knimbus Off Campus Access for E-Resources like Online Books, Journals etc

J-Gate Database: Access to over 75 million scholarly articles from 50,000+ journals.

Pearson E-Book: 87 Nos.

Tata McGraw-Hill E-Book: 157 Nos.

MAT Journals: 08 Nos. (Online and offline Available)

It was reported in the meeting that the amount accesses of these facilities by the faculty, staff and students are not good. The house is very much concern about this. The staff and students need to be motivated for the same.

Internet service provider of our college:

1. Railtel - 200 Mbps
2. Alliance - 500 Mbps

As reported by system admin, this BW is sufficient for now and no such big issues of BW crisis is reported.

Energy and Green Audit

Once the Ay2025-26 is over Audit will be done like previous years. Green and Energy audit includes drinking water assessment, waste quality assessment, review of boring system, air quality assessment, annual electricity consumption assessment etc.

The audit process for the AY2025-26 will be done tentatively in July, 2026.

Agenda 8: Quality Initiatives and Best Practices

Resolution: Primarily the VAC training, In-house workshops, Internships etc are the parts of best practices. All these are already discussed and presented in the IQAC meeting. From AY2025-26, SurTech introduced Institutional Development Plan (IDP) for the overall growth and quality improvement of the college under different heads. The detailed reports of the events are directly governed by IQAC cell throughout the year. The detailing of each event and reports are presented in front of the house and everyone appreciated the effort. The vent details are given in the following link –

<https://www.surtech.edu.in/pdf/iqac/iqac-event/IDP.pdf>

The house proposed some more interactive sessions with the new entered students may be considered. Students need to be more matured and aware of with respect to financial



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management and risk analysis in their social and professional life. IQAC cell agreed with this and definitely will try to arrange such events in coming AY.

Agenda 9: Preparation of NBA visit in 04 Engineering departments

Resolution: CSE, CE, AUE and ECE departments are expecting NBA renewal visit during October 2026. The pre-qualifier is filled up (part A and B). The SAR of each departments are complete and currently under checking stage by Principal office and IQAC. The criterion 9 portion in the SAR is managed and detailed by the department of EE and ME. The house appreciated their efforts.

Agenda 10: Academic and Administrative Audit (AAA)

Resolution: The AAA audit process for the AY2025-26 will be done tentatively in August, 2026 once the result for even semester is out.

Agenda 9: Any Other Business (AOB)

Discussion on BOS of each department

Each department conducted BOS meetings with their esteemed committee members. It was conveyed to all IQAC members that 2025-26 autonomy syllabus is approved through BOS and then further approved by the academic council of the college.

Discussions on budget approval processes

The annual budget for lab consumables, fixed assets, library books, infrastructural growth etc need to be submitted in time. It is the utmost responsibilities of the concerned department. Also it was requested to principal office to accelerate the approval process (if applicable) once the budget is placed.

The meeting ended with a vote of thanks to all the members present.

Convenor, IQAC

Dr. Sudhir Chandra Sur Institute of Technology
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Principal

Dr. Sudhir Chandra Sur Institute of Technology and
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